



Sodexo Ireland



#JOB-2468025



Dublin 2,



No of positions : 1



Paid Position



40 hours per week



33000.00 Euro Annually



08/09/2026



21/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/receptionist-in-dublin-2.20164>



Open your camera app & point here to view this ad online



Receptionist

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Full time

40 hours per week

Monday to Friday

7am to 3:30pm/ 10am to 6:15pm

€33,000 per annum

Opportunities for professional development

Plus our Sodexo employee benefits package

Receptionist

Dublin 2 - Full time

As a Receptionist you will:

Provide a warm, courteous and professional greeting to all visitors and clients on arrival, communicating their arrival promptly and ensuring they are met or escorted to the relevant room in a timely manner, including handover of visitors to the Guest Relations team where required.

Manage events and coordinate with client handlers and service delivery teams on room set-up, equipment and catering requirements to create a seamless one-team service experience.

Handle bookings for Client Suites, Client Experience floors, project rooms, learning and development spaces and the Broadcasting Studio on the company booking platform.

Support meeting room requests and liaise with teams to drive maximum utilisation of rooms and client spaces.

Carry out regular checks of client spaces and meeting rooms to ensure they are clean, correctly set up and ready for clients; report building appearance or maintenance issues to the FM Helpdesk.

Carry out regular testing of IT, display, MTR and audio equipment, reporting any maintenance issues immediately through the appropriate app.

Anticipate client needs, follow up on requests and ensure expectations are met and exceeded.

Keep waiting visitors informed of any delays and ensure their comfort, including offering

complimentary tea or coffee where appropriate.

What we are looking for:

Experience working in a five-star hospitality or client-focused corporate environment is essential.

Excellent communication and interpersonal skills with a strong customer focus.

Ability to operate calmly under pressure with strong organisational skills, sound judgement and attention to detail.

Proficiency in Microsoft Office applications is required, including intermediate-level Excel, Word, Outlook and Teams, along with experience using relevant booking, scheduling and administrative systems.

Knowledge of Microsoft Surface Hubs, MTR, AV presentation equipment and basic IT/AV troubleshooting.

High energy and enthusiasm with the ability to thrive in a fast-paced, team-oriented environment.

Flexibility to work hours aligned to client and event needs, including late evening support where required.

We also offer a range of perks, rewards and benefits for our colleagues and their families:

Unlimited access to an online platform offering wellbeing support

An extensive Employee Assistance Programme to help with everyday issues or life's larger problems, including legal and financial advice, support with work or personal issues impacting your wellbeing

Access to a 24hr virtual GP Service

Sodexo reserves the right to close this advert early if we are in receipt of a high number of applications

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Priority Planning, Time Management